

## FINANCIAL DEPARTMENT.

## OFFICE OF THE SECRETARY TO THE INSURANCE COMMITTEE.

*To—The Heads of Offices and the Officers in charge of Treasuries.*

Notwithstanding the instructions contained in this office circular No. 31, dated the 10th August 1899, the undersigned regrets to observe that premia on account of State Life Insurance (Official Branch) are not regularly recovered and the premium realisation statements continue to be incompletely prepared, entailing protracted correspondence.

1. Insurance premia should, as a general rule, be recovered in advance monthly from the pay or the leave allowances of the insured.

2. In the preparation of the premium realization statement in Form No. 10, the names and the correct policy numbers of all the insured together with the amount of premium realised shall be entered. Should the premium realised fall short of ten per cent of the salary of the insured or be less than the usual monthly amount paid by the insured or not recovered at all, remarks as to the cause of such irregular recovery or non-recovery should invariably be entered in detail. If new names are entered for the first time in the statement owing to fresh appointments made or to transfers from other places, a note to that effect should be made and in the case of transfers the name of the office and the place from which the insured was transferred should be clearly noted. Similarly if in any month a name which has appeared in the premium realization statement in the previous month is omitted in the statement, the reason for the omission should be briefly indicated.

3. A premium realization statement prepared as above should accompany each establishment pay bill.

4. When salary or establishment pay bills are received in the Treasury for encashment, the Treasury should see that a premium realization statement accompanies it. Whenever any such bill is not accompanied by a properly prepared realization statement, the Treasury should refuse payment of the same and return it for supplying all the omissions.

5. In the Departments where salary and pay are drawn on cheques, the disbursing officers shall remit to the Treasury, the amount realised on account of Insurance premia by a cheque or in cash, accompanied by a premium realization statement prepared as laid down in para 2 of this circular.

6. The Treasuries and heads of offices are requested to enforce strictly the foregoing instructions.

T. SATYARAJ CHETTY,

*Secretary to the Insurance Committee.*

## NOTICE.

It having been brought to the notice of Government that a large number of 6½ per cent State Loan bonds still remain undelivered in the several treasuries of the State, Government have directed that the bonds be retained in the respective District and Taluk Treasuries till the end of June 1924, and after the expiration of this period such of them as remain unclaimed be returned to this office for safe custody and delivery to those who may apply for them.

All applicants to the 6½ per cent State Loan who have not yet received their bonds are therefore requested to apply to the Treasury wherein they desired payment of interest and obtain delivery of the same.

Complaints, if any, regarding the non-receipt of the bonds may be addressed to the undersigned.

T. SATYARAJ CHETTY,

*Comptroller.*

## MISCELLANEOUS DEPARTMENTS.

## MYSORE RAILWAYS.

*Notification No. 1850—Fl., dated 23rd—27th August 1923.*

Under Article 171 of the Mysore Service Regulations, Mr. M. Venkatesh, Assistant Carriage and Waggon Superintendent, Workshops, Mysore, is granted privilege leave of absence for fifteen days from 27th August 1923, or date of availment.

A. A. KHAN.

*Ag. Agent.*